

# Iowa Department of Natural Resources Air Quality Bureau

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## SPARS Web User Manual 101

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## 1.0 Definitions and Abbreviations

**Appeon** – A tool used to deploy entire PowerBuilder applications to the Web. Appeon consists of three parts: a developer, a server, and a server web component.

**Application Query Tool** – A DataWindow which is used to access, view, create, edit, or delete electronic documents found in SPARS.

**AQB** – *Air Quality Bureau*. This bureau administers DNR's air quality program.

**Client/server** – A description for applications that have a local (client) user interface but access data on a remote server. The application distributes the work between the local machine and the server, depending on the strengths of the front-end and back-end products.

**Facility Administrator** – A requestor who receives access to SPARS in order to manage SPARS user accounts for his/her company's employees and consultants. A facility administrator may also be the responsible official for his/her company.

**Facility User** – An external SPARS user with the ability to create, delete, update, and review SPARS electronic documents while in the INDUSTRY phase.

**HTML** – *Hyper Text Markup Language*. The authoring language used to create documents on the World Wide Web.

**Iowa DNR** – *Iowa Department of Natural Resources*. Government agency responsible for maintaining state parks and forests, protecting the environment, and managing energy, fish, wildlife, land, and water resources in Iowa.

**Oracle Database** – It is a relational database management system developed by Oracle Corporation.

**PDF** – *Portable Document Format*. A file format which captures formatting information from a variety of desktop publishing applications.

**Phase Codes** – Codes used to indicate the submittal and completion status of all applications and inventories.

**PIN** – Personal Identification Number. This “number” consists of letters and numbers and it is used to submit electronic documents to the AQB using SPARS Web.

**PowerBuilder** – A computer application development system that includes tools for drawing the user interface and reports and accessing database content.

**Responsible Official** – A requestor who receives an electronic signature device created by the AQB and uses it to submit electronic documents using SPARS Web. “*Responsible Official*” means one of the following:

1. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:

- The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
- The delegation of authority to such representative is approved in advance by the permitting authority.

2. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;

3. For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this chapter, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a regional administrator of EPA); or

4. For Title IV affected sources:

- The designated representative insofar as actions, standards, requirements, or prohibitions under Title IV of the Act or the regulations promulgated thereunder are concerned; and
- The designated representative for any other purposes under this chapter or the Act.

**Site Management** – A DataWindow used to access and edit the following facility's information: name, location, mailing address, air quality classification, plant number, equipment identification, equipment description, name and addresses for its contacts, latitude, longitude, UTM coordinates.

**SPARS** – *State Permitting and Air Reporting System*. An Oracle database with a PowerBuilder front-end used to receive and store air quality electronic documents.

**SPARS Web** – An application that gives external users the ability to access SPARS data and submit electronic documents to the AQB using the internet.

**TIFF** – *Tagged Image File Format*. One of the most widely supported file formats for storing bit-mapped images on personal computers.

**UTM** – *Universal Transverse Mercator*. The UTM coordinate system is a grid-based method of specifying locations on the surface of the Earth.



## 2.0 Introducing SPARS Web

### 2.1 What is SPARS Web?

The Iowa DNR's State Permitting and Air Reporting System (SPARS) is composed of an Oracle database and a PowerBuilder interface to access the contents of this database. It was first developed as a multi-user client/server database available only to AQB staff.

In February 2006, the Apeon system, which includes a developer, a server, and a server web component, was used to deploy the PowerBuilder interface to the Web, thus making SPARS web-enabled. This gave facilities access to their own data and the ability to submit electronic applications and inventories to the AQB through the Web.

PowerBuilder has a native data-handling object called a DataWindow, which can be used to create, edit, and display data from a database. SPARS has two main DataWindows: Site Management and the Application Query Tool.

The Site Management DataWindow (see Figure 2.1) allows the user to access information such as facility name, AQB plant number, SPARS site ID, location, address, responsible official contact information, equipment identification and description, latitude, longitude, UTM coordinates, etc. It also allows the user to edit certain information, such as description and specification for emission units, emission points, control equipment, and monitoring equipment.

The Application Query Tool DataWindow (see Figure 2.2) allows the user to access, view, create, edit, review, and delete electronic applications and inventories. It also gives users the ability to submit these documents to the AQB when following the SPARS submittal process.

**For Development Use Only - SPARS Web : Site Management**

Select Site ID:  Select Site Name:

Query Site Information Site ID:  Name:

Responsible Official:  Mailing Address:  Parent Address:

**Site and Location** | Other Information | Business Description | Comments

\* Company/Site Name:

\* County:

Address 1:

Address 2:

City:

State:  Zip Code:  EIQ No:

UTM Zone No.:  UTM Easting Amt Meters:  UTM Northing Amt Meters:

Latitude:  Longitude:

Facility Type:  Facility ID:

Points:  Units:

Control:  Monitor:

**Figure 2.1 – Site Management DataWindow**

File Reports Site Management Security Window Help

Site ID:  Site Name:

EIQ No:  City:

Permit No:  County:

Facility ID:  Project No:  ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Site ID	Site Name	EIQ No /Project	Year	Sub Date	Type	App Type	Phase Code
10000003131	SPARS SAMPLE FACILITY	NW2061030			CON		LEGAL
10000003131	SPARS SAMPLE FACILITY	NW540751			CON		INITIAL
10000003131	SPARS SAMPLE FACILITY		2001	24-Feb-2006	MINOR	INITIAL	REVIEW
10000003131	SPARS SAMPLE FACILITY		2004	15-Dec-2006	MINOR	INITIAL	
10000003131	SPARS SAMPLE FACILITY		2005	01-Jan-2006	MINOR	INITIAL	DNR
10000003131	SPARS SAMPLE FACILITY		2005	02-Jan-2006	MINOR	SUPP	DNR
10000003131	SPARS SAMPLE FACILITY	92-7727	2001	15-Feb-2002	MAJOR EI	INITIAL	
10000003131	SPARS SAMPLE FACILITY	92-7727	2004	26-May-2006	MAJOR EI	INITIAL	INITIAL
10000003131	SPARS SAMPLE FACILITY	92-7727	2005	12-Feb-2007	MAJOR EI	INITIAL	INITIAL
10000003131	SPARS SAMPLE FACILITY	92-7727	2006				
10000003131	SPARS SAMPLE FACILITY	92-7727	2007				

**Figure 2.2 – Application Query Tool DataWindow**

Refresh List Clear Query Edit Application Delete Application Submit To AQB Cancel

An additional SPARS component that might be useful to SPARS users is the Report Interface. This is another SPARS DataWindow that allows the creation of several reports depending on the category selected (see Figure 2.3).

1. **Equipment Facility** – This report lists all the emission points, emission units, monitoring equipment, and control equipment for a facility's operating application, minor source inventory, or construction application.
2. **Actual Emissions** – This report sums the actual emissions from Form 4.0 of the facility's operating application for the selected year.
3. **Potential Emissions** – This report sums the potential emissions from Form 3.0 of the facility's operating application.
4. **Completeness Report** – This report lists missing fields for the facility's minor source emissions inventory.
5. **Facility-Wide Air Emission Summary** – This report lists the potential and actual emissions from INV-3 and INV-4 of the facility's minor source emissions inventory by emission year and by criteria and hazardous pollutants.
6. **Major Actual Emissions** – This report sums the actual emissions from Form 4.0 of the facility's Title V emissions inventory for the selected year.
7. **Major Title V Emissions Inventory** – This report sums the actual emissions from Form 5.0 of the facility's Title V emissions inventory for the selected year.

For Development Use Only - SPARS Web : Report Interface

**Report Categories**

FACILITY  
OPERATING  
MINOR EMISSION INVENTORY  
MAJOR SOURCES INVENTORY

**List of Reports for the Category Selected**

MAJOR ACTUAL EMISSIONS -- LIST OF MAJOR ACTU  
MAJOR TITLE V EMISSION INVENTO -- LISTING OF E

**List of Saved Reports**

List of Parameters for Report: MAJOR TITLE V EMISSION INVENTO Click on '...' to View Pick List

Required	Parameter	Value
<input checked="" type="checkbox"/>	Year	...
<input checked="" type="checkbox"/>	EIQ No	...

Sorting Value:

Filtering Value:

Run Report

Figure 2.3 - Report Interface



## 2.2 What will SPARS Web do for you?

The Iowa DNR's State Permitting and Air Reporting System (SPARS) Web application allows facilities to:

1. Access permit and emissions data electronically.
2. Create the following:
  - Construction permit applications
  - Title V operating permit applications
  - Minor source emissions inventories, and
  - Title V annual emissions inventories
3. Submit these applications and inventories to the Iowa DNR - Air Quality Bureau (AQB) at any time.
4. Reuse existing electronic information to create new applications or modify current applications.
5. Attach supporting documentation in Excel, PDF, Word, TIF, or HTML formats.
6. Receive prompt confirmation that applications and inventories have been received by the AQB.

## 2.3 How can facilities access SPARS Web?

In order to take advantage of the features described in 2.2, facilities need to do the following:

1. Identify a Facility Administrator and a Responsible Official. The Facility Administrator is responsible for managing SPARS access for those working on the facility's applications and inventories. The Responsible Official has the authority to submit applications and inventories to the AQB through SPARS. A Facility Administrator may also be the facility's Responsible Official.
2. Complete and submit both the SPARS Access Request Form for Facility Administrators and the SPARS Access Request Form for Responsible Officials. These forms are available at:  
<http://www.iowadnr.gov/air/prof/SPARS/>

Once these accounts are created, the AQB sends via certified mail the respective SPARS access information to each Facility Administrator and each Responsible Official. Facilities can then create, review, and submit applications and inventories to the AQB.



## 3.0 Defining SPARS Web User Roles

SPARS users are given one of the roles described below, based on the type of work that they will be performing in SPARS. Every SPARS user has the following rights and restrictions:

### Access Rights:

- Able to change his/her password.
- Able to obtain SPARS reports.

### Access Restrictions:

- Cannot delete or edit his/her SPARS account.
- Cannot freely navigate through applications and inventories previously submitted to the AQB. However, the information in these is easily retrieved through the print-preview feature of SPARS Web.
- Cannot delete or edit applications and inventories previously submitted to the AQB

### 3.1 Facility Administrator

**Description:** This account is created only by the AQB. The Administrator is responsible for creating and managing SPARS user accounts and passwords for his/her company's employees as well as for consultants. For companies with multiple facilities, a single Administrator may be identified for all the facilities, or an Administrator may be identified for each facility.

#### Access Rights:

- Able to access the sites identified to the AQB on the [SPARS Access Request Form for Facility Administrators](#).
- Able to access application types assigned by the AQB.
- Able to create applications and inventories.
- Able to edit and delete applications and inventories as long as they are in INDUSTRY Phase.
- Able to create, edit, and delete all other user roles.
- Able to assign sites to all other user roles.
- Able to reset a lost or forgotten password for all SPARS users, including his/her own.

#### Access Restrictions:

- Cannot create, edit, or delete another Administrator.
- Cannot generate a personal identification number for a Responsible Official.

### 3.2 Facility Super User

**Description:** This account is mainly created by Administrators for consultants.

**Access Rights:**

- Able to access sites and application types assigned by the Administrator.
- Able to edit and delete applications and inventories as long as they are in INDUSTRY Phase.
- Able to create, edit, and delete Facility Users and Facility Viewers.
- Able to assign sites to Facility Users and Facility Viewers. These sites only include those that have been assigned by the Administrator to the Super User.
- Able to reset a lost or forgotten password for Facility Users, Facility Viewers, and for him/her.

**Access Restrictions:**

- Cannot create applications or inventories
- Cannot create, edit, or delete an Administrator, or another Super User.
- Cannot generate a personal identification number for a Responsible Official.

### 3.3 Facility User

**Description:** This account may be created by Administrators, Super Users, or the AQB.

**Access Rights:**

- Able to access the sites and application types assigned by the Administrator, the Super User, or the AQB.
- Able to create applications and inventories.
- Able to edit and delete applications and inventories as long as they are in INDUSTRY Phase.
- Able to change his/her password.

**Access Restrictions:**

- Cannot create, edit, or delete an Administrator, a Super User, a Viewer, or another User.
- Cannot assign or delete sites for an Administrator, a Super User, a Viewer, or another User.
- Cannot generate a personal identification number for a Responsible Official.
- Cannot reset a lost or forgotten password.

### 3.4 Facility Viewer

**Description:** This account may be created by Administrators, Super Users, or the AQB.

**Access Rights:**

- Able to access the sites and application types assigned by the Administrator, the Super User, or the AQB.

**Access Restrictions:**

- Cannot create, edit, or delete applications or inventories.
- Cannot create, edit, or delete an Administrator, a Super User, a User, or another Viewer.
- Cannot assign or delete sites for an Administrator, a Super User, a User, or another Viewer.
- Cannot generate a personal identification number for a Responsible Official.
- Cannot reset a lost or forgotten password.

### 3.5 Responsible Official

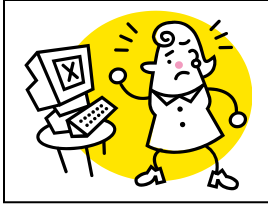
**Description:** This account is created only by the AQB. The SPARS Access Request Form for Responsible Officials submitted to the AQB includes the Responsible Official's signature, which carries the same legal weight and responsibility as the signature on the paper Form FI or Part 3.

**Access Rights:**

- Able to access the sites identified to the AQB on the SPARS Access Request Form for Responsible Officials.
- Able to access the application types assigned by the AQB.
- Able to submit applications and inventories to the AQB. To be able to do this, the Responsible Official is issued a personal identification number, which must be entered while logged in as the Responsible Official.
- In addition to these, the Responsible Official can have the access rights of any of the above user roles. Normally the AQB assigns a Facility User role to Responsible Officials, unless they are also the Facility Administrator, in which case, the AQB creates them as Administrators.

**Access Restrictions:**

- Because the AQB normally assigns a Facility User role or a Facility Administrator role to Responsible Officials, their access restrictions will be the same as those of a Facility Administrator or a Facility User.



## 4.0 Setting-up your computer to run SPARS Web

### - Facility Administrators and/or IT Personnel

Before running the SPARS Web application in your computer for the first time, please follow the instructions described in this document to adjust your computer and internet settings. This will allow SPARS Web to run in your computer by simply clicking on the appropriate link and logging on.

### 4.1 Hardware & Software Requirements

The minimum and optimal requirements for hardware and software used to run SPARS Web are given below.

Platform	Minimum Requirements to Run SPARS Web Enabled Application	Recommended Requirements to Run SPARS Web Enabled Application
◇ CPU	◆ Pentium-class processor – 1 GHz or faster	◇ Pentium-class processor – 1.8 GHz or faster
◇ Memory	◆ 128 MB	◇ 512 MB
◇ Disk	◆ 10 GB	◇ 20 GB
◇ Network	◆ 56k dial-up connection to Internet	◇ Broadband connection to Internet
◇ Operating System	◆ Windows 2000 (any edition), or ◆ Windows XP (any edition), ◆ Windows 2003 (any edition), ◆ Windows 2007 (any edition), or ◆ Windows Vista (any edition)	◇ Windows 2000 (any edition), or ◇ Windows XP (any edition), ◇ Windows 2003 (any edition) ◇ Windows 2007 (any edition), or ◇ Windows Vista (any edition)
◇ Software	◆ Microsoft Internet Explorer 6.0 SP1 or SP2, Internet Explorer 7.0  ◆ Sybase Appeon ActiveX Accelerator (automatically downloaded to the client browser when running the SPARS web enabled application)	◇ Microsoft Internet Explorer 6.0 SP1 or SP2, Internet Explorer 7.0  ◇ Sybase Appeon ActiveX Accelerator (automatically downloaded to the client browser when running the SPARS web enabled application)  ◇ Adobe Acrobat Reader 6.0 (for viewing printed PDF DataWindows or reports)

## 4.2 Adjust Desktop Display Settings

Your desktop display should be set to **1024 X 768**.

If your display is not set to 1024 X 768, follow these instructions:

1. Right-click inside the Windows desktop and select **Properties**.
2. Select the **Settings** tab.
3. Note your current [Screen resolution](#) in case you need to reset it later.
4. Move the [Screen resolution](#) slide bar to 1024 X 768.
5. Click **Apply**. The screen will be reset.
6. Click **Yes**.
7. Click **OK**.

## 4.3 Adjust Temporary Internet Files and Caching

### ➤ Delete all temporary files stored in the Internet Explorer cache:

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **General** tab.
4. Depending on the Internet Explorer that you have, do the following:
  - Internet Explorer 6.0:
    - Click **Delete Files...** in the **Temporary Internet Files** section.
  - Internet Explorer 7.0:
    - Click **Delete...** in the **Browsing History** section.
    - Click **Delete Files...** in the **Temporary Internet Files** section.
5. Click **OK**.

### ➤ Verify settings for temporary internet files within Internet Explorer and set up file caching:

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Advanced** tab. Scroll down to the Security section and make sure that **Empty Temporary Internet Files folder when browser is closed** option is **NOT** checked.
4. Select the **General** tab.
5. Depending on the Internet Explorer version that you have, do the following:

- Internet Explorer 6.0:
  - Click **Settings...** in the **Temporary Internet Files** section.
  - Select the **Automatically** button to check for newer versions of stored pages.
- Internet Explorer 7.0:
  - Click **Settings...** in the **Browsing History** section.
  - Select the **Automatically** button to check for newer versions of stored pages.

6. Verify that the **Amount of Disk Space to Use** is set to no less than 200MB.
7. Click **OK**.

#### 4.4 If Running SPARS Web via a Proxy Server

If you are running SPARS Web through a Proxy Server, you must ensure that the Advanced Setting **HTTP 1.1 through proxy connections** remains enabled.

*NOTE: These instructions are only necessary if a Proxy Server is used.*

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Advanced** tab.
4. Scroll down to the **HTTP 1.1 Settings** section.
5. Select **Use HTTP 1.1** if it is not currently selected.
6. Select **Use HTTP 1.1 through proxy connections** if it is not currently selected.
7. Click **Apply** and then **OK**.

#### 4.5 Adjust Internet Security Settings

In order for SPARS Web to be set up on your machine, you must make sure that your internet security is set correctly. SPARS Web uses a version of *Appeon* (5.0 Xcelerator) and other functions that require specific security settings.

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. In the Web Content Zone area, select **Internet**.
5. Click **Custom Level...** at the bottom of the box.
6. The following settings must be in place to set up SPARS Web. Your computer might already have these selections in place, depending on the security level that you have set. Additionally, these options may

or may not be available to you depending on the Internet Explorer version or Service Pack that you have:

- Download signed ActiveX controls – select **Enable**.
- Download unsigned ActiveX controls – select **Prompt**.
- Initialize and script ActiveX controls not marked as safe – select **Prompt**.
- Run ActiveX controls and plug-ins – select **Enable**.
- Script ActiveX controls marked safe for scripting – select **Enable**.
- File download – select **Enable**.
- Active scripting – select **Enable**.
  
- Internet Explorer 6.0:
  - Allow paste operations via script – select **Enable**.
  - Allow active content to run in files on My Computer – select **Enable**.
- Internet Explorer 7.0:
  - Allow websites to prompt for information using scripted windows – select **Enable**.

7. Click **OK** when the new security settings have been selected. Some of these settings will be re-adjusted after *Appeon* is installed in your computer.

## 4.6 Adjust Trusted Sites Security Settings

You must make sure that your “trusted sites” security is set correctly. SPARS Web uses a version of *Appeon* (5.0 Xcelerator) and other functions that require specific “trusted sites” security settings.

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. In the Web Content Zone area, select **Trusted Sites**.
5. Click **Custom Level...** at the bottom of the box.
6. If available, make sure that the following settings are selected. Your computer might already have these selections in place, depending on the security level that you have set. Additionally, these options may or may not be available to you depending on the Internet Explorer version or Service Pack that you have:
  - Download signed ActiveX controls – select **Enable**.
  - Download unsigned ActiveX controls – select **Prompt**.
  - Initialize and script ActiveX controls not marked as safe – select **Prompt**.
  - Run ActiveX controls and plug-ins – select **Enable**.
  - Script ActiveX controls marked safe for scripting – select **Enable**.



- File download – select **Enable**.
  - Active scripting – select **Enable**.
  - Internet Explorer 6.0:
    - Allow paste operations via script – select **Enable**.
    - Allow active content to run in files on My Computer – select **Enable**.
  - Internet Explorer 7.0:
    - Allow websites to prompt for information using scripted windows – select **Enable**.
7. Click **OK** when the new security settings have been selected. Some of these settings will be re-adjusted after *Appeon* is installed in your computer.

#### 4.7 Adjust Additional Trusted Sites Settings

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. In the Web Content Zone area, select **Trusted Sites**.
5. Click the **Sites** button.
6. Make sure that the following web addresses are included in your Websites box:
  - [http://\\*.aq41.dnraq.state.ia.us](http://*.aq41.dnraq.state.ia.us)
  - <http://aq41.dnraq.state.ia.us>
  - <http://aq48.dnraq.state.ia.us/spars>
7. If they are not, you must add them to your Trusted Sites:
  - First, make sure that **Require server verification (https) for all sites in this zone** is not checked. Uncheck this field if necessary.
  - For each of the above web addresses, do the following (one address at a time):
    - Type the web address in **Add this website to the zone** field.
    - Click the **Add** button.
8. When all the web addresses have added, click the **Close** button.

## 4.8 Check Version of Jscript.dll

You must make sure that the version of *jscript.dll* on your PC is the correct version.

1. In Windows Explorer open the `\WINNT\system 32` folder.
2. Scroll down and locate the *jscript.dll* file.
3. Right-click on this file name and select **Properties**.
4. Select the **Version** tab. The version must be at least 5.6.x.xxxx. If the version number is older than 5.6.x.xxxx (a smaller number), download the newer version at:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=c717d943-7e4b-4622-86eb-95a22b832caa&DisplayLang=en>

## 4.9 Disable Internet Anti-popup/Anti-Virus Software

In order to have *Appeon* correctly installed in your computer, anti-popup software must be disabled. After installation, the anti-popup software can be enabled. Additionally, it is recommended that your anti-virus software be temporarily disabled until you have completed the SPARS installation. Once you have completed the installation, the anti-virus software may be enabled.

## 4.10 Install Appeon

1. Open Internet Explorer.
2. On the web browser, type this address:  
<http://aq48.dnraq.state.ia.us/spars>
3. If the download does not automatically start, you should be directed to a page to manually install the application. You may need administrator rights on your computer to install the Java applet needed to connect you to SPARS Web.
4. When prompted, choose the following:
  - Install ActiveX
  - Trust this site
  - Always allow popups from this site
5. When the installation is complete, close Internet Explorer.

## 4.11 Re-adjust Internet Security Settings

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. In the Web Content Zone area, select **Internet**.
5. Click **Custom Level...** at the bottom of the box.
6. Make the following security setting selections:

- Download signed ActiveX controls – select **Prompt**.
  - Download unsigned ActiveX controls – select **Disable**.
  - Initialize and script ActiveX controls not marked as safe – select **Disable**.
  - Run ActiveX controls and plug-ins – select **Enable**.
  - Script ActiveX controls marked safe for scripting – select **Enable**.
  - File download – select **Enable**.
  - Active scripting – select **Enable**.
  - Internet Explorer 6.0:
    - Allow paste operations via script – select **Enable**.
    - Allow active content to run in files on My Computer – select **Enable**.
  - Internet Explorer 7.0:
    - Allow websites to prompt for information using scripted windows – select **Enable**.
7. Click **OK** when the new security settings have been selected and then click **Yes** to accept the new settings.

#### 4.12 Re-adjust Trusted Site Security Settings

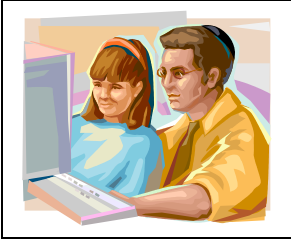
1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. In the Web Content Zone area, select **Trusted Sites**.
5. Click **Custom Level...** at the bottom of the box.
6. Make the following security setting selections:
  - Download signed ActiveX controls – select **Prompt**.
  - Download unsigned ActiveX controls – select **Disable**.
  - Initialize and script ActiveX controls not marked as safe – select **Disable**.
  - Run ActiveX controls and plug-ins – select **Enable**.
  - Script ActiveX controls marked safe for scripting – select **Enable**.
  - File download – select **Enable**.
  - Active scripting – select **Enable**.
  - Internet Explorer 6.0:
    - Allow paste operations via script – select **Enable**.
    - Allow active content to run in files on My Computer – select **Enable**.
  - Internet Explorer 7.0:
    - Allow websites to prompt for information using scripted windows – select **Enable**.

7. Click **OK** when the new security settings have been selected and then click **Yes** to accept the new settings.
8. Close Internet Explorer.

#### **4.13 Create a SPARS Web shortcut**

Creating a SPARS Web shortcut using the correct URL will ensure your access to the *Appeon* logging screen regardless any SPARS upgrades installed by the DNR.

1. Right-click inside the Windows desktop and select **New**.
2. Select **Shortcut**.
3. Inside the text box, type the following location:  
<http://aq48.dnraq.state.ia.us/spars>
4. Click **Next**.
5. Inside the text box, type: **SPARS Web**
6. Click **Finish**
7. Next time you need to access SPARS Web, double-click on this shortcut.



## 5.0 Running SPARS Web after Installation

- All Users

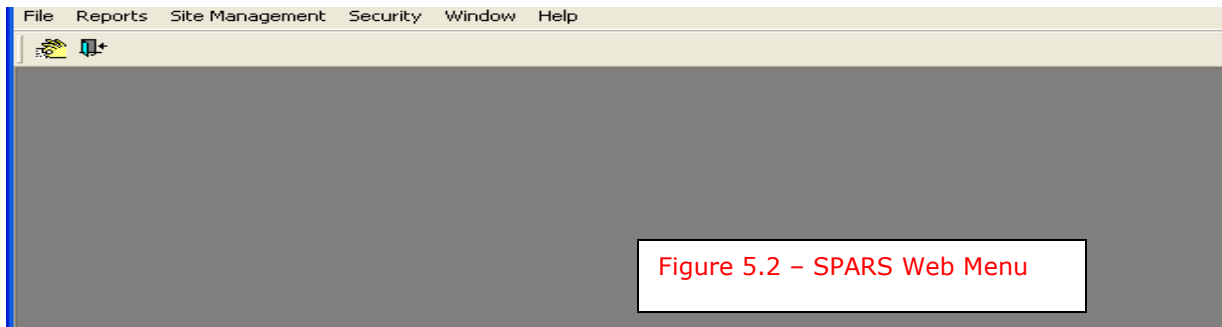
### 5.1 Accessing SPARS Web

1. Open Internet Explorer. Make sure any anti-popup software is disabled while working in SPARS Web. This will allow you to see all the screens used in SPARS Web. (You do not need to worry about this if during the Appeon installation, you chose to "always accept popups from this site").
2. Open the SPARS website: <http://aq48.dnraq.state.ia.us/spars> This link will direct you to the web page where the Appeon log in resides: <http://aq41.dnraq.state.ia.us/spars.htm>
3. Use the Appeon log-in screen (shown below) to enter the User Name and Password given to you by the AQB, or by a Facility Administrator, or a Facility Super User.

A screenshot of a web browser window titled "Please Login". The window features a large graphic of a bald eagle's head on the right side. To the left of the eagle, the text "Iowa Department of Natural Resources" is displayed in a serif font. Below this, the word "SPARS" is written in large, stylized, purple letters. Underneath "SPARS", the text "State Permitting and Air Reporting System" is visible. At the bottom of the window, there are two input fields: "User ID:" and "Password:". To the right of the "User ID:" field is a "Login" button, and to the right of the "Password:" field is an "Exit" button.

Figure 5.1 – Appeon Log-In Screen

4. A Welcome Window will appear. Close this window. If you do not want this window to appear every time you open SPARS Web, unclick the **Show welcome at startup** box.
5. The following menu becomes available:



6. You are now ready to work in SPARS Web.

## 5.2 Working in SPARS Web.... Issues to Consider

### 5.2.1 SPARS Web Speed

Obviously, SPARS Web speed will not be the same at every facility. The following factors influence the speed at which SPARS Web will work:

- ⌚ Connection type and speed (dial up, DSL, Cable, Network).
- ⌚ Firewall and security protocols (blocking ports or IP addresses, scanning data packets, restricting data download/upload speeds, either by Facility, Corporate, or Internet Service Provider).
- ⌚ Network issues including, but not limited to;
  - Traffic load at the Facility, ICN (state network), or IDNR
  - Routing of data between the Facility and Corporate headquarters in other states/regions and IDNR
- ⌚ Client workstation setup for computer processor speed, amount of memory, cache size, programs running, virus scanning during use of SPARS application and other items which degrade computer performance.

### 5.2.2 SPARS Web Time-Out

A SPARS Web session is timed-out at 2 hours from its start.

Even though SPARS Web saves your work automatically, certain updates and changes do not take place unless you save them manually. Therefore, try to save your work regularly to avoid losing information.

After being timed-out, you can log right back in to SPARS Web.

### 5.2.3 Viewing Previously Submitted Applications/Inventories

SPARS Web users cannot freely navigate through applications and inventories previously submitted to the AQB.

The preferable way to view information on previously submitted applications and inventories is as follows:

1. On the Query Tool, double-click on the applicable application or inventory.
2. Click on the print-preview icon. The appropriate list of forms is now ready for viewing and printing.

### 5.2.4 When to use the Facility Super User role

As described in Section 3.0, Facility Super Users cannot create applications and inventories; however, they can edit or delete them as long as they are in INDUSTRY Phase.

This user role is most suited for project managers at consulting firms who will review the work done for a facility by other members of the firm. As a Facility Super User, a project manager can create the number of Facility Users needed to complete the work.

### 5.2.5 Handling Database Messages

As you work with SPARS Web, you will find that sometimes the database will give you messages in response to what you have or have not done.

There are two types of database messages: (1) database errors and (2) warning errors.

(1) **Database Errors.** These types of messages are displayed when a certain action has:

- Locked one or more of the database tables

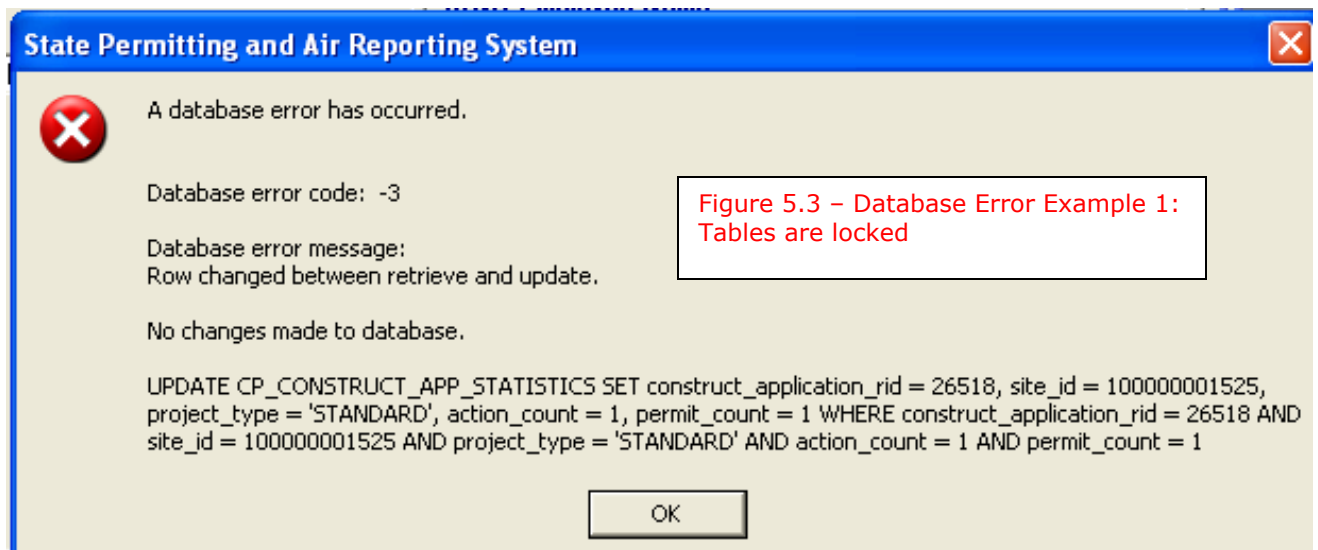


Figure 5.3 – Database Error Example 1:  
Tables are locked

- Violated one or more of the database business rules

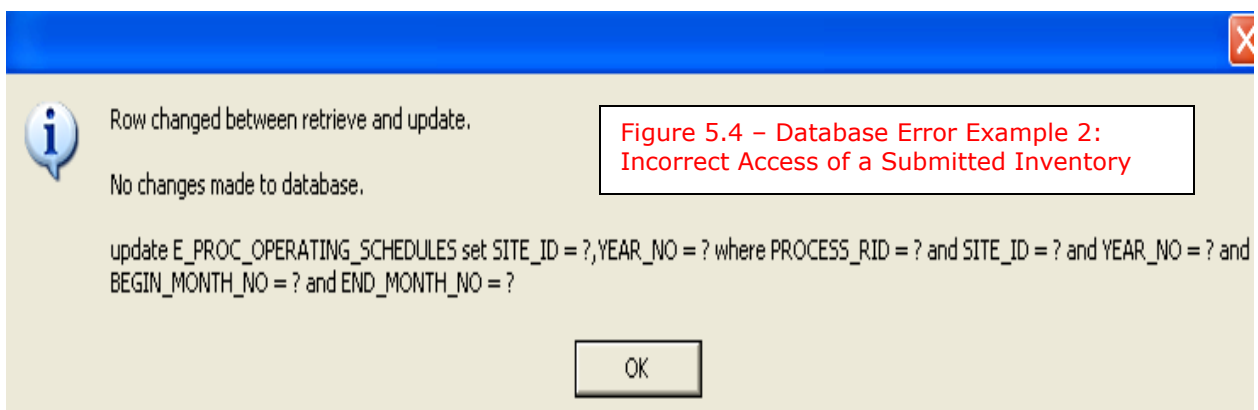


Figure 5.4 – Database Error Example 2:  
Incorrect Access of a Submitted Inventory

**NOTE:** In order to avoid the error shown in Figure 5.4, the print-preview feature of SPARS must be used to see the information contained in an application or inventory already submitted to the AQB.

In either case, the immediate course of action is to use the Task Manager to close SPARS Web (see Figure 5.5). **NOTE:** In order to view the Task Manager window, press **Ctrl-Alt-Delete**.



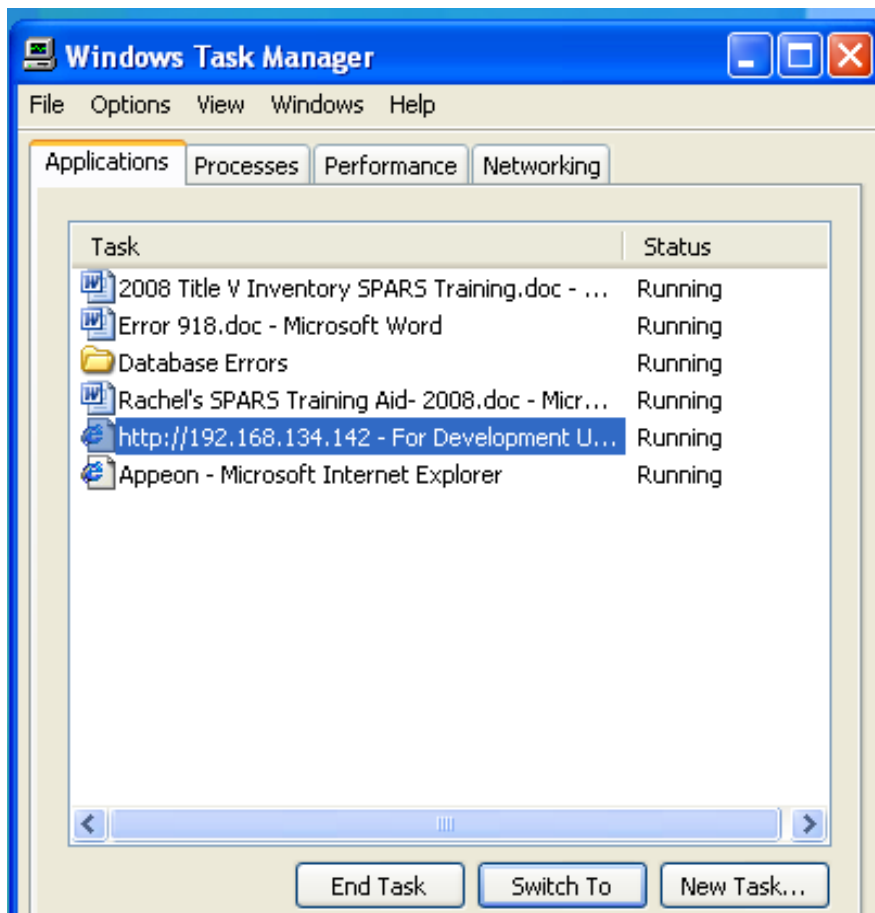


Figure 5.5 – Closing SPARS Web

In addition to closing SPARS Web, you should call us to let us know that a database error occurred while you were working on the SPARS application. We will need to know what you were doing when the error happened. We will then guide you on what you need to do next.

(2) **Warning Errors.** These types of messages are displayed in instances such as:

- When data needs to be refreshed before you can proceed with your SPARS work. In this case, you will need to close that particular window and open it again.



Figure 5.6 –Warning Error Example 1: SPARS has not recognized the newly created equipment

- When one or more database rules have been violated.



Figure 5.7 –Warning Error Example 2: SPARS does not allow the duplication of records, such as IDs for units, points, monitoring, or control equipment.

Warning errors allow you to correct the problem and continue working without having to close SPARS Web.



Figure 5.8 – After clicking "OK" SPARS Web allows you to correct the problem

### 5.2.6 Do's and Don'ts of SPARS Web Work

**Do** review a SPARS printout of your most recent Inventory.

**Do** gather all the necessary information before starting working in your inventory.

**Do** review and update Site Management **before** creating your inventory in the Application Query Tool.

**Do** add new **Points, Units, Control, or Monitor** equipment in Site Management

**Do** submit your inventory through SPARS Web if SPARS was used to create and complete it.

**Do** call us when getting any database errors.

**Don't** delete any **Points, Units, Control, or Monitor** equipment in Site Management.

**Don't** delete or modify any **Point IDs, Unit IDs, Control IDs, or Monitor IDs** in Site Management.

**Don't** create new **Points, Units, Control, or Monitor** equipment in the inventory. (Do this in Site Management.)

**Don't** submit a hardcopy of your inventory if it was created and completed in SPARS Web.

**Don't** leave your inventory in the INDUSTRY Phase. Please submit it electronically to the AQB.

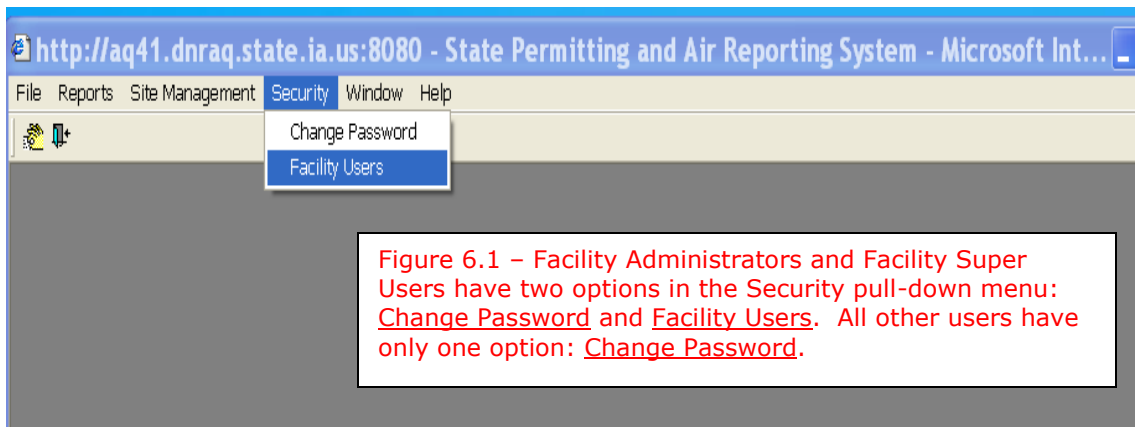
**Don't** delete a Standard Classification Code (SCC) number unless it was entered by mistake.



## 6.0 Changing a Password

### - All Users

Passwords are automatically generated by the SPARS data management system and may be changed after accessing the SPARS Web application. Once the user logs into the SPARS Web application, the following window opens:



To change a password, you must choose the Change Password option.

SPARS Web : Change Password

Login ID: CURRENT USER

Old Password :

New Password :

Re-type New Password :

OK Cancel

Figure 6.2 – Change Password Window

In the Change Password window, enter your current ("old") password, and then enter twice the new password. Click **OK** to set the new password. Click **Cancel** to exit without changing the password. Passwords must consist of a minimum of six characters. No special characters are allowed except for a single underscore; the underscore cannot be the first character in the password.



## 7.0 Managing a Facility User's SPARS Web Account

- Facility Administrators and Facility Super Users Only

Figure 6.1 in Section 6.0 shows the Facility Users option in the Security pull-down menu. This option only appears for Facility Administrators and Facility Super Users and allows them to create new users, delete users, and edit user information, including the SPARS Web role assigned to the user.

### 7.1 Creating a New Facility User

To create a facility user:

7.1.1 From the main menu, select **Security** and then choose **Facility Users**. The **Facility Users** window opens:

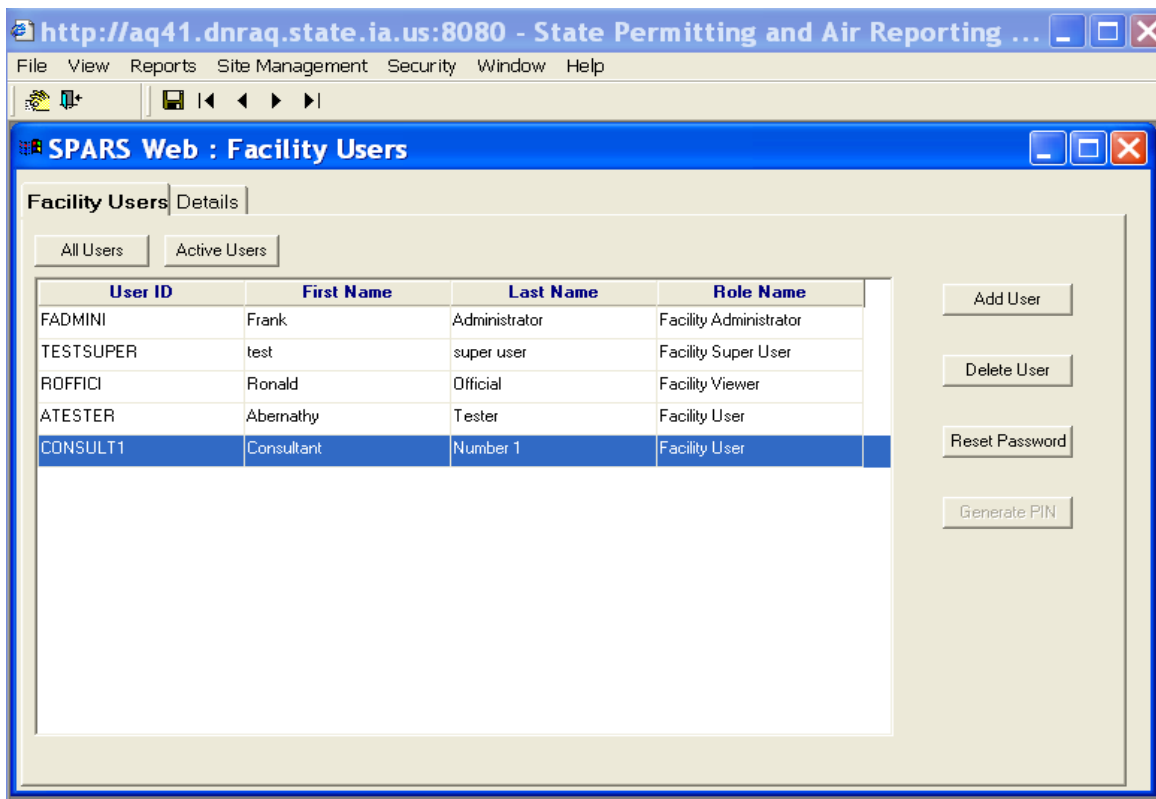


Figure 7.1 – Facility Users Window

7.1.2 Click the **Add User** button on the right. The **Add Facility User** box opens:

A screenshot of a web-based dialog box titled "SPARS Web : Add Facility User". The dialog has a blue header bar with a red close button (X) in the top right corner. The main area is light beige and contains several input fields: "ID:" with a text box, "First Name:" with a text box, "Last Name:" with a text box, "Assigned Role:" with a dropdown menu, and "Assign to Administrator:" with a dropdown menu. At the bottom, there are two buttons: "Create" and "Cancel".

Figure 7.2 – Pop-Up Window for adding facility users

7.1.3 Enter the User ID for this user. No special characters other than an underscore can appear. The ID cannot start with an underscore and it cannot contain more than one underscore.

7.1.4 Enter the **First Name** and **Last Name** of the new user.

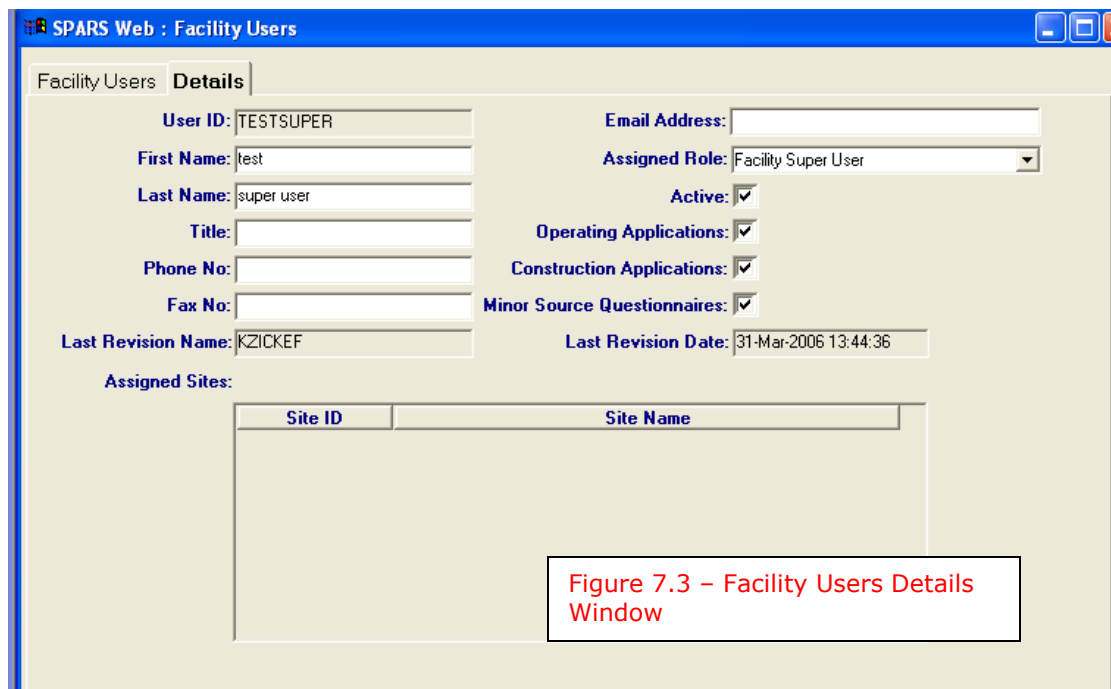
7.1.5 Open the drop-down list to select the **Assigned Role** for the new user.

7.1.6 Click **Create**. The newly created user now appears on the list depicted on the Facility Users tab.

7.1.7 Click **Reset Password** to assign a password to the new user (make sure the new user's name is highlighted). IMPORTANT: You **must** write down the password that is given. This password is **Case-Sensitive** (ABC123 is different than abc123). CAUTION: Clicking the **Reset Password** button automatically generates a new password without any promptings or warnings.

7.1.8 Click **OK**.

7.1.9 Highlight the user's name (if not already highlighted) and click the **Details** tab. Fill in all the blanks as appropriate (Title, Phone No., Fax No., and E-mail Address)



SPARS Web : Facility Users

Facility Users Details

User ID: TESTSUPER

First Name: test

Last Name: super user

Title:

Phone No:

Fax No:

Last Revision Name: KZICKEF

Email Address:

Assigned Role: Facility Super User

Active: ☒

Operating Applications: ☒

Construction Applications: ☒

Minor Source Questionnaires: ☒

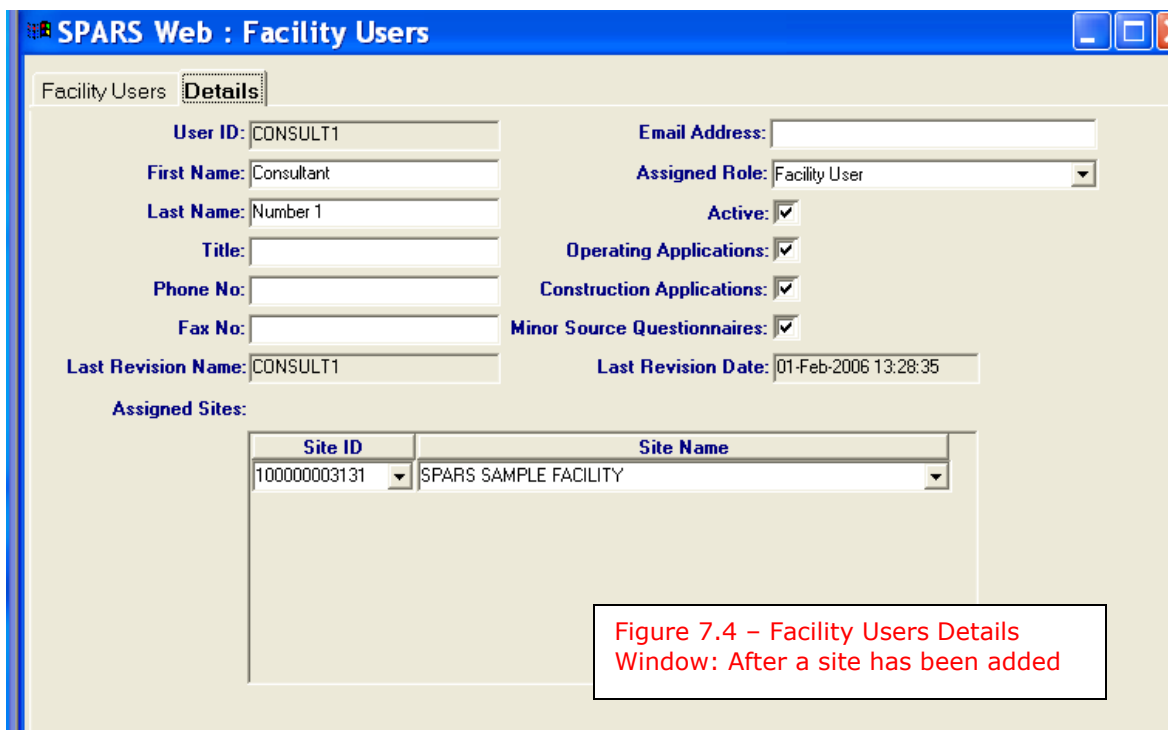
Last Revision Date: 31-Mar-2006 13:44:36

Assigned Sites:

Site ID	Site Name
---------	-----------

Figure 7.3 – Facility Users Details Window

7.1.10 VERY IMPORTANT: Move the cursor to the **Site Name** section and right-click. Select **Add**. Open the drop-down list and select the site (or sites) that you are giving this user access to.



SPARS Web : Facility Users

Facility Users Details

User ID: CONSULT1

First Name: Consultant

Last Name: Number 1

Title:

Phone No:

Fax No:

Last Revision Name: CONSULT1

Email Address:

Assigned Role: Facility User

Active: ☒

Operating Applications: ☒

Construction Applications: ☒

Minor Source Questionnaires: ☒

Last Revision Date: 01-Feb-2006 13:28:35

Assigned Sites:

Site ID	Site Name
100000003131	SPARS SAMPLE FACILITY

Figure 7.4 – Facility Users Details Window: After a site has been added

## 7.2 Customizing a Facility User's Access

The settings for users can be customized on the **Facility Users Details** tab.

7.2.1 You can click the **Active** box to make the user either active (with a check) or inactive (without a check). For a new user, the **Active** box will be automatically checked. When inactive, the name will not appear on the drop-down list of active facility users.

7.2.2 In the event that the duties and functions of the employee change, you can alter the user's **Assigned Role**. User roles were discussed in Section 3.0.

7.2.3 Use the checkboxes (which default to checked) to determine whether this user has the right to create or edit operating applications (including emissions inventories), construction applications, and/or minor source emissions inventory questionnaires.

The following image shows a thoroughly completed **Facility Users Details** window.

The screenshot shows the 'Facility Users Details' window in the SPARS Web application. The window has a blue title bar and a tabbed interface with 'Facility Users' and 'Details' tabs. The 'Details' tab is active, displaying a form for user information. The form includes fields for User ID, First Name, Last Name, Title, Phone No., Fax No., Last Revision Name, Email Address, Assigned Role, Active status, Operating Applications, Construction Applications, Minor Source Questionnaires, and Last Revision Date. Below these fields is a section for 'Assigned Sites' with a table showing Site ID and Site Name.

Site ID	Site Name
100000003131	SPARS SAMPLE FACILITY

Figure 7.5 – Facility Users Details Window: Correctly Completed



## 7.3 Deleting a Facility User

The method for deleting listed users is as follows:

7.3.1 On the **Facility Users** tab (see Figure 7.1), highlight the row containing the name/role of the user to be deleted.

7.3.2 Click the **Delete User** button. You will be asked whether you want to delete this user or not. If you want to continue with the deletion process, click **Yes**.

7.3.3 The user no longer appears on the list of facility users.

**NOTE:** *SPARS will not let you delete users that have previously created or submitted applications or inventories. Your only option is to make these users inactive.*

## 7.4 Resetting a Facility User's Password

Facility Administrators may reset a lost or forgotten password for all SPARS users, including his/her own. Facility Super Users may reset a lost or forgotten password for Facility Users, Facility Viewers, and for him/her.

7.4.1 On the **Facility Users** tab (see Figure 7.1), highlight the row containing the name/role of the user for whom the password will be reset.

7.4.2 Click the **Reset Password** button. A message box will appear with the user ID and new password. IMPORTANT: You **must** write down the password that is given. Remember that passwords are case-sensitive. CAUTION: Clicking the **Reset Password** button automatically generates a new password without any promptings or warnings.



## 8.0 Creating an Application or Inventory

### - Facility Users

As mentioned before, the Application Query Tool is a SPARS DataWindow, which allows the user to access, view, create, edit, or delete applications and inventories.

To access the Application Query Tool, do the following:

1. Access SPARS Web as described in Section 5.0
2. Click on the Quick Navigation Tool button (the hand). See Figure 8.1 below.

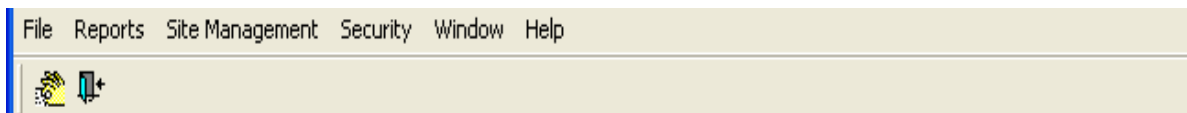


Figure 8.1 – The Hand (Quick Navigation Tool Button)

3. The Application Query Tool opens:

A screenshot of the 'SPARS Web : Application Query Tool' DataWindow. The window has a blue title bar and a toolbar with icons for window management. The main area contains several search criteria fields: Site ID, Site Name, EIQ No., City, Permit No., County, Facility ID, and Project No. There are also radio buttons for 'And' and 'Or' logic. A hint box on the right says: 'Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)'. Below the search fields is a table with five columns: Operating Applications, Part 2 Applications, Title V Questionnaires, Minor Source Questionnaires, and Construction Applications. Each column has a 'Create' button. At the bottom of the window is a toolbar with buttons: Refresh List, Clear Query, Edit Application, Delete Application, Submit To AQB, and Cancel.

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Figure 8.2 – Application Query Tool DataWindow

2. Select the facility that you will be creating the application or inventory for. You may use the **Site Name**, **Site ID**, or **EIQ No.** to select the facility.

3. Click the appropriate button to create the desired document (see Figure 8.3).

**For Development Use Only - SPARS Web : Application Query Tool**

Site ID:  Site Name: SPARS TRAINING SITE #20  
 EIQ No:  City:   
 Permit No:  County:   
 Facility ID:  Project No:  ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Click this button to create a Part 1 Operating Application

Click this button to create a Part 2 Operating Application

Click this button to create a Title V Emissions Inventory

Click this button to create a Minor Source Emissions Inventory

Click this button to create a Construction Permit Application

Refresh List Clear Query Edit Application Delete Application Submit To AQB Cancel

Figure 8.3 – Creating applications and inventories

4. The **Inventory/Application Date & Year** window opens (see Figure 8.4).

**For Development Use Only - Please Enter Inventory/Application Date & Year**

Site Name: SPARS SAMPLE FACILITY

Emission Inventory/Application Year (yyyy): 2000 Application Date (mm/dd/yyyy): 00/00/0000

Populate New Application/Questionnaire

☒ Copy Data From Site Management  
☐ Copy Data From Previous Document

OK Cancel

Figure 8.4 – Inventory/Application Date & Year Window

5. Enter or select the correct year for your application or inventory in the **Emission Inventory/Application Year** field. Normally, the correct year for a Part 1 or Part 2 operating application is the year of the inventory included in the application; the correct year for an inventory is the previous calendar year; and the correct year for a construction permit application is the year in which the application is being created.

6. Enter the correct application date in the **Application Date** field. This date is the day that you begin working on the application or inventory. You cannot enter a future date.

7. Choose how you would like to populate your application or inventory: (1) By copying data from Site Management or (2) By copying data from a previous document already stored in SPARS.

Construction permit applications and Part 2 operating applications can only be populated by copying data from Site Management, therefore, this is the only choice given (see Figure 8.5).

**For Development Use Only - Please Enter Inventory/Application Date & Year**

Site Name: SPARS TRAINING SITE #20

Emission Inventory/Application Year (yyyy): 2000

Application Date (mm/dd/yyyy): 00/00/0000

**Populate New Application/Questionnaire**

☒ Copy Data From Site Management

☐ Copy Data From Previous Document

Figure 8.5 – When creating construction permit applications or Part 2 operating applications, the only choice given is: **Copy Data From Site Management.**

OK

Cancel

When creating Part 1 applications, Title V emissions inventories, or Minor Source emissions inventories, you have the choice to populate the document from either Site Management or from a previous document of the same type already stored in SPARS (see Figure 8.6).

**For Development Use Only - Please Enter Inventory/Application Date & Year**

Site Name: SPARS TRAINING SITE #20

Emission Inventory/Application Year (yyyy): 0000

Application Date (mm/dd/yyyy): 00/00/0000

**Populate New Application/Questionnaire**

☐ Copy Data From Site Management

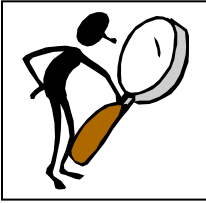
☒ Copy Data From Previous Document

Emission Year	Application Type	Application Date
2006	MAJOR EI INITIAL	8/26/2008
2007	MAJOR EI INITIAL	9/13/2008

OK

Cancel

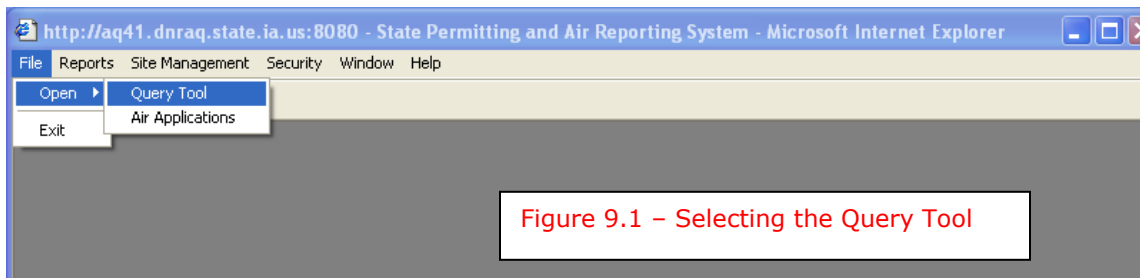
Figure 8.6 – When creating a Part 1 operating application or an emissions inventory, SPARS allows you to populate the new document with information from either Site Management or from a previous document.



## 9.0 Reviewing a completed Application or Inventory before Submittal

- All Users

9.1 After logging in SPARS Web (see Section 5.0), click **File**, select Open and then click Query Tool.



9.2 Selecting the Query Tool opens the **Application Query Tool** window:

SPARS Web : Application Query Tool

Site ID: [ ] Site Name: [ ]  
EIQ No: [ ] City: [ ]  
Permit No: [ ] County: [ ]  
Facility ID: [ ] Project No: [ ] ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires				
Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Refresh List Clear Query Edit Application Delete Application Submit To AGB Cancel

Figure 9.2 – Application Query Tool Window

9.3 Find the facility by entering its name in the **Site Name** field (or enter its ID in the **Site ID** field); then select the appropriate button to find the desired document (see Figure 9.3).

Figure 9.3 – Finding applications and inventories already created in SPARS Web.

9.4. Highlight the application or inventory that you wish to review (see Figure 9.4).

**For Development Use Only - SPARS Web : Application Query Tool**

Site ID:  Site Name: SPARS TRAINING SITE #20  
 EIQ No:  City:   
 Permit No:  County:   
 Facility ID:  Project No:  ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Site ID	Site Name	EIQ No	Year	Sub Date	Type	Permit No	Phase Code
100000026964	SPARS TRAINING SITE #20	92-1599	2007	09-Aug-2008	INITIAL		INDUSTRY

Refresh List Clear Query Edit Application Delete Application Submit To AQB Cancel

Figure 9.4 – Choosing the document wished to be reviewed.

9.5. Click the **Edit Application** button. Alternatively, you may double-click the left side of your mouse to bring up the highlighted application (see Figure 9.5).

**For Development Use Only - SPARS Web - Operating Application - Form: 1.0 Facility Identification**

Site: SPARS TRAINING SITE #20 EIQ NO: 92-1599 Confidential Application: ☐

1.0 | 1.2 | 1.3 | 1.4 | 1.5 | 2.0 | 3.0 | 4.0 | 5.0 | CA-01 | CE-01 | ME-01 | Part 3

**APPLICATION INFORMATION**

Permit Application for:

☒ Title V Operating Permit  
☐ Voluntary Operating Permit

Permit Application Type: (Check all that apply)

☐ Minor Permit Modification ☐ Administrative Amendment ☐ Initial  
☐ Significant Permit Modification ☐ Annual Emissions / Fee ☐ Renewal  
☐ Supplemental Info.

Application Includes: (Check all that apply)

☐ Part 1 General Emissions Information  
☐ Part 2 Air Pollution Control Requirements & Compliance  
☐ Part 3 Application Certification - Required for all submissions

For Agency Use Only

Operating Permit NO:   
 Facility ID NO:   
 Site ID: 100000026964

Last Revision:

Name: TESTUSER3 Date: 9-Sep-2008 03:45:33 PM

Heading Facility Address Mailing Address Parent Address Company Responsible Certification Attachments

Figure 9.5 – Part 1 Operating Permit Application.



9.6. Click on the print-preview icon as shown in Figure 9.6.




Figure 9.6 – Print-Preview Icon.

9.7. The following window opens:

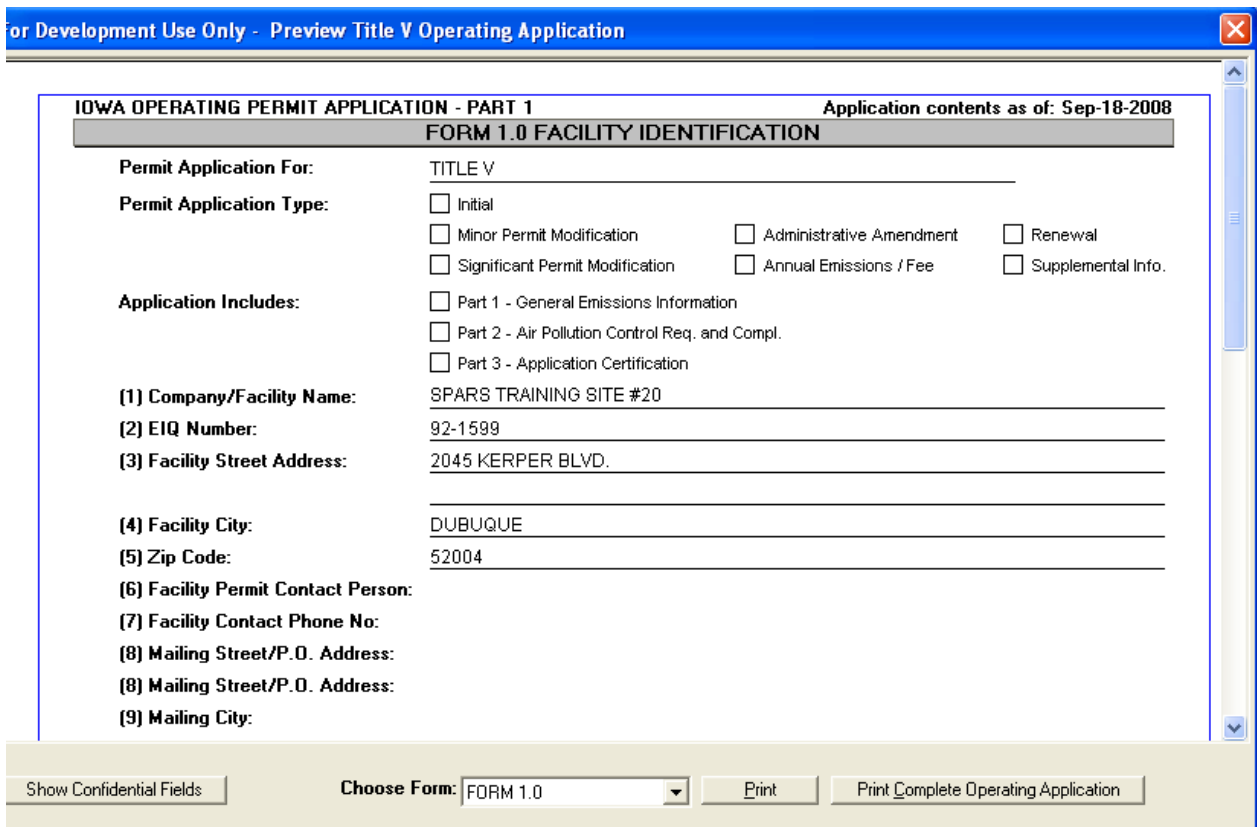


Figure 9.7 –Print-preview of a Part 1 Operating Permit Application.

9.8 You are now able to print the document to review its contents. This procedure applies to all applications and inventories created in SPARS Web.



## 10.0 Signing a completed Application or Inventory before Submittal

### - Responsible Officials Only

Construction permit applications, operating permit applications (Part1 and Part 2), and Title V emissions inventories require that responsible officials sign certification statements ***before*** submittal.

10.1 After logging in as the *Responsible Official*, click on **File**, select Open and then click on Query Tool.

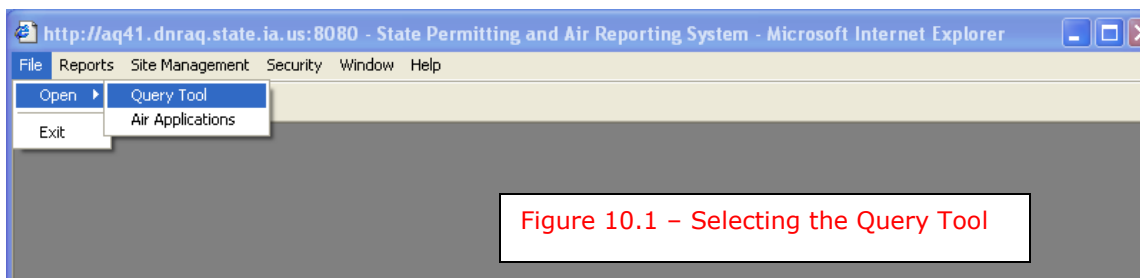


Figure 10.1 – Selecting the Query Tool

10.2 Selecting the Query Tool opens the **Application Query Tool** window:

The screenshot shows the "SPARS Web : Application Query Tool" window. It features several search criteria fields: Site ID, Site Name, EIQ No, City, Permit No, County, Facility ID, and Project No. There are radio buttons for "And" and "Or" search logic. A hint box on the right says: "Hint: Use a \"%\" with the information to find items which are similar to what you typed (ie. Facility%)". Below the search fields is a table with five columns: Operating Applications, Part 2 Applications, Title V Questionnaires, Minor Source Questionnaires, and Construction Applications. Each column has a "Create" button. At the bottom, there are buttons for Refresh List, Clear Query, Edit Application, Delete Application, Submit To AQB, and Cancel.

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Figure 10.2 – Application Query Tool Window

10.3 Find the facility by entering its name in the **Site Name** field (or enter its ID in the **Site ID** field); then select the appropriate button to find the desired document (see Figure 10.3).

For Development Use Only - SPARS Web : Application Query Tool

Site ID:  Site Name:

EIQ No:  City:

Permit No:  County:

Facility ID:  Project No:  ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Click this button to find Part 1 operating applications

Click this button to find Part 2 operating applications

Click this button to find Title V emissions inventories

Click this button to find construction permit applications

Refresh List Clear Query Edit Application Delete Application Submit To AQB Cancel

Figure 10.3 – Finding the application or inventory to be signed (Minor Source Questionnaires are not required to be signed)

10.4. Highlight the application or inventory that you wish to sign. It should be in **INDUSTRY Phase**.

**For Development Use Only - SPARS Web : Application Query Tool**

Site ID:  Site Name: SPARS TRAINING SITE #20  
 EIQ No:  City:   
 Permit No:  County:   
 Facility ID:  Project No:  ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Site ID	Site Name	EIQ No	Year	Sub Date	Type	Permit No	Phase Code
100000026964	SPARS TRAINING SITE #20	92-1599	2007	09-Aug-2008	INITIAL		INDUSTRY

Refresh List Clear Query Edit Application Delete Application Submit To AQB Cancel

Figure 10.4 – Choosing the document wished to be signed.

10.5. Click the **Edit Application** button. Alternatively, you may double-click the left side of your mouse to bring up the highlighted application.

### Construction permit applications:

◆ After completing the review of your construction permit application, click the **Certification** subtab of **Form FI**.

For Development Use Only - SPARS Web - Construction Permit Application - Form: Form FI: Facility Inform...

Site: SPARS SAMPLE FACILITY Project NO: NW540751 Confidential Application: ☐

Form FI Form EU Form EU1 Form EU2 Form EU3 Form CS Form EC Form EI Form MI-1 Form MI-2

**CERTIFICATION**

2) I certify that based on information and belief formed after reasonable inquiry, the enclosed documents including the attachments are true, accurate, and complete and legal entitlement to install and operate the equipment covered by and on the property identified in the permit application has been obtained.

Responsible Official:

First Name: BILL

Middle Initial:

Last Name: BLACK

Title: VICE PRESIDENT - OPERATIONS

Signature Date: 24-Feb-2006 Signature Flag ☒

Figure 10.5 – Signing the Certification statement for construction permit applications.

DNR Use Certification Contact Person Equipment Location Preparer Business Type Attachments

◆ Check the **Signature Flag** box and enter the date in the **Signature Date** box. ***It is very important to do this.*** Your application will not be accepted if this subtab is not completed (see Figure 10.5).

### Operating permit applications (Part 1 and Part2):

◆ After completing the review of your operating permit application (Part 1 or Part 2), click the **Certification** subtab of **Form 1.0** and read its contents (see Figure 10.6).

◆ Click the **Part 3** tab and read the statement included here (see Figure 10.7).

◆ Click the **Compliance** tab, check the **Signature of Responsible Official** box and enter the date in the **Signature Date** box (see Figure 10.8).

◆ Click the **Truth, Accuracy and Completeness** tab, check the **Signature of Responsible Official** box and enter the date in the **Signature Date** box (see Figure 10.9).

***It is important to check these boxes.*** Your operating permit application will not be accepted if these subtabs are not completed.

**For Development Use Only - SPARS Web - Operating Application - Form: 1.0 Facility Identification**

**DNR** Site: SPARS SAMPLE FACILITY      **EQ NO:** 92-7727      **Confidential Application:** ☐

1.0 | 1.2 | 1.3 | 1.4 | 1.5 | 2.0 | 3.0 | 4.0 | 5.0 | CA-01 | CE-01 | ME-01 | **Part 3**

**APPLICATION AND COMPLIANCE CERTIFICATION REQUIRED**

As required by 567 Iowa Administrative Code subrule 22.107(4) and 22.203(1)"d" a CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS must be signed by the responsible official designated above and accompany this Application. The Applicant must certify under penalty of law that, based on the information and belief formed after reasonable inquiry, the statements and information contained in this Application are true, accurate and complete. PART 3 of this application contains the certification form and must accompany ALL Application and Fee submissions.

A CERTIFICATION OF COMPLIANCE, as required by 567 Iowa Administrative Code subparagraph 22.105(2)"i"(1) and 22.203(2)"g"(1), must be completed for PART 2 submissions.

Heading | Facility Address | Mailing Address | Parent Address | Company | Responsible | **Certification** | Attachments

Figure 10.6 – Certification Requirements for Operating Permit Applications

**For Development Use Only - SPARS Web - Operating Application - Form: Part 3 - Application Certification**

**DNR** Site: SPARS SAMPLE FACILITY      **EQ NO:** 92-7727      **Confidential Application:** ☐

1.0 | 1.2 | 1.3 | 1.4 | 1.5 | 2.0 | 3.0 | 4.0 | 5.0 | CA-01 | CE-01 | ME-01 | **Part 3**

**This application certification must be properly signed, completed and submitted with all applications and with supplemental information submitted in support of this application. Applications submitted without appropriate signatures will not be considered to be complete.**

**Figure 10.7 – Part 3 for Operating Permit Applications**

**Part 3** | Application Contents | Fees | Compliance | Truth, Accuracy, Completeness | Attachments

For Development Use Only - SPARS Web - Operating Application - Form: Part 3 - Application Certification

Site: SPARS SAMPLE FACILITY EIQ NO: 92-7727 Confidential Application: ☐

1.0 | 1.2 | 1.3 | 1.4 | 1.5 | 2.0 | 3.0 | 4.0 | 5.0 | CA-01 | CE-01 | ME-01 | **Part 3**

**STATEMENT OF CERTIFICATION OF COMPLIANCE (If Part 2 forms are enclosed)**

As required by subparagraph 567 IAC 22.105(2)"(1) this certification of compliance must be signed by the designated responsible official designated on Form 1.0 of this application. This Certification is consistent with the requirements established in subrule 567 IAC 22.107(4) and section 114(a)(3) of the Act.

"I CERTIFY UNDER PENALTY OF LAW THAT, BASED ON INFORMATION AND BELIEF FORMED AFTER REASONABLE INQUIRY, THAT THE STATEMENTS AND INFORMATION CONTAINED IN THIS DOCUMENT ACCURATELY REFLECT THE COMPLIANCE STATUS OF THIS FACILITY, FOR THE PAST YEAR TO DATE, AND ARE TRUE, ACCURATE, AND COMPLETE"

Title of Responsible Official: VICE PRESIDENT - OPERATIONS

Print Name of Responsible Official: BILL BLACK

Signature of Responsible Official: ☒ Signature Date: 14-Feb-2008

Part 3 | Application Contents | Fees | **Compliance** | Truth, Accuracy, Completeness | Attachments

Figure 10.8 – Signing the Compliance statement for operating permit applications.

For Development Use Only - SPARS Web - Operating Application - Form: Part 3 - Application Certification

Site: SPARS SAMPLE FACILITY EIQ NO: 92-7727 Confidential Application: ☐

1.0 | 1.2 | 1.3 | 1.4 | 1.5 | 2.0 | 3.0 | 4.0 | 5.0 | CA-01 | CE-01 | ME-01 | **Part 3**

**CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS**

As required by 567 IAC 22.107(4) and section 114(a)(3) of the Act this certification of truth, accuracy, and completeness must be signed by a responsible official ( as defined in 567 IAC 22.100 and designated on this application on Form 1.0) and submitted with the application.

"I CERTIFY UNDER PENALTY OF LAW THAT, BASED ON INFORMATION AND BELIEF FORMED AFTER REASONABLE INQUIRY, THE STATEMENTS AND INFORMATION CONTAINED IN THIS APPLICATION ARE TRUE, ACCURATE, AND COMPLETE"

Title of Responsible Official: VICE PRESIDENT - OPERATIONS

Print Name of Responsible Official: BILL BLACK

Signature of Responsible Official: ☒ Signature Date: 14-Feb-2008

Part 3 | Application Contents | Fees | Compliance | **Truth, Accuracy, Completeness** | Attachments

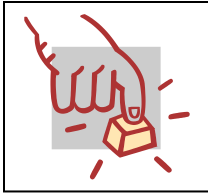
Figure 10.9 – Signing the Truth, Accuracy, and Completeness statement.

### **Title V emissions inventory:**

- ◆ After completing the review of your Title V emissions inventory, click the **Part 3** tab and read the statement included here (same as in Figure 10.7).
- ◆ Click the **Truth, Accuracy and Completeness** tab, check the **Signature of Responsible Official** box and enter the date in the **Signature Date** box. ***It is very important to do this.*** Your inventory will not be accepted if this subtab is not completed (same as in Figure 10.9).

10.6 After completing the appropriate steps for the required signature, save your work (choose **File** and then **Save**). Close the application or inventory.

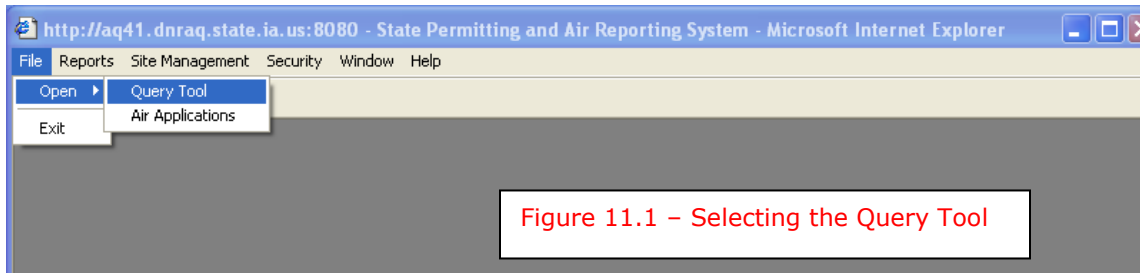




## 11.0 Submitting a completed Application or Inventory to the AQB

### - Responsible Officials Only

11.1 After logging in as the *Responsible Official*, click on **File**, select Open and then click on Query Tool.



11.2 Selecting the Query Tool opens the **Application Query Tool** window:

SPARS Web : Application Query Tool

Site ID: [ ] Site Name: [ ]  
EIQ No: [ ] City: [ ]  
Permit No: [ ] County: [ ]  
Facility ID: [ ] Project No: [ ] ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Refresh List Clear Query Edit Application Delete Application Submit To AQB Cancel

Figure 11.2 – Application Query Tool Window

11.3 Find the facility by entering its name in the **Site Name** field (or enter its ID in the **Site ID** field); then select the appropriate button to find the desired document (see Figure 11.3).

Figure 11.3 – Finding applications and inventories to be submitted to the AQB.

11.4. Highlight the application or inventory that you wish to submit.  
**IMPORTANT:** Only applications and questionnaires in the *INDUSTRY Phase* can be submitted to the AQB.

**For Development Use Only - SPARS Web : Application Query Tool**

Site ID: 100000026768 Site Name: City: Permit No: County: Facility ID: Project No: ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Site ID	Site Name	EIQ No	Year	Sub Date	App Type	Phase Code
100000026768	RACHEL'S ADVENTURELAND	92-9999	2006	27-Jan-2008	INITIAL	INITIAL
100000026768	RACHEL'S ADVENTURELAND	92-9999	2007	27-Jan-2008	INITIAL	INDUSTRY

Refresh List Clear Query Edit Application Delete Application **Submit To AQB** Cancel

Figure 11.4 – Choosing the document to be submitted. It must be in **INDUSTRY** Phase. (The **Submit to AQB** button is highlighted)

11.5 When the application or inventory on the *INDUSTRY Phase* is highlighted, the **Submit to AQB** button will be active (see Figure 11.4); otherwise, the button will be inactive and the words grayed out.

11.6 Click the Submit to AQB button. A text box will pop-up for the Responsible Official to enter the PIN (see Figure 11.5).

**For Development Use Only - SPARS Web : Application Query Tool**

Site ID: Site Name: SPARS TRAINING SITE #20 City: Permit No: County: Facility ID: Project No: ☒ And ☐ Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Site ID	Site Name	Type	Permit No	Phase Code
100000026964	SPARS TRAINING SITE #20	INITIAL		INDUSTRY

**For Development Use Only - SPARS Web : Application Query Tool**

PIN:

OK Cancel

Figure 11.5 – Text box for entering the Responsible Official's PIN

11.7 After entering the PIN, click **OK** to submit, or **Cancel** if you are not ready to submit. If successfully submitted, a notice will appear: **The application has been submitted to AQB** (see Figure 11.6). If not successfully submitted, an error message will appear, instead.

The screenshot shows the 'For Development Use Only - SPARS Web : Application Query Tool' window. A 'Success' dialog box is displayed in the center, stating 'The application has been submitted to AQB.' with an 'OK' button. The background form has the following fields: Site ID (dropdown), Site Name (SPARS TRAINING SITE #20), EIQ No (dropdown), City (dropdown), Permit No (dropdown), Facility ID (dropdown), and Project No (dropdown). There are radio buttons for 'And' and 'Or'. A hint box on the right says: 'Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)'. Below the form are buttons for 'Operating Applications', 'Create Operating App', 'Title V Questionnaires', 'Create Title V EIQ', 'Minor Source Questionnaires', 'Create Minor Source EIQ', and 'Construction Applications', 'Create Construction App'. At the bottom is a table with the following data:

Site ID	Site Name	EIQ No	Year	Sub Date	Type	Permit No	Phase Code
100000026964	SPARS TRAINING SITE #20	92-1599	2007	09-Aug-2008	INITIAL		INDUSTRY

Figure 11.6 – Application has been successfully submitted to the AQB.

11.8 After clicking OK, the phase code for the application changes to INITIAL, indicating that the facility user can no longer make changes to this application (see Figure 11.7).

The screenshot shows the same 'For Development Use Only - SPARS Web : Application Query Tool' window. The 'Success' dialog box is no longer present. The table at the bottom now shows the application with a phase code of 'INITIAL'. An arrow points from a text box to the 'INITIAL' phase code in the table.

Site ID	Site Name	EIQ No	Year	Sub Date	Type	Permit No	Phase Code
100000026964	SPARS TRAINING SITE #20	92-1599	2007	18-Sep-2008	INITIAL		INITIAL

Figure 11.7 – This application has an INITIAL phase code; therefore it is no longer available for modifications by facility users.

At the bottom of the window are buttons: Refresh List, Clear Query, Edit Application, Delete Application, Submit To AQB, and Cancel.



## 12.0 Phase Codes

Figure 11.7 shows the **Phase Code** column, which indicates the submittal/completion status of all applications and inventories. The definitions of these codes are as follows:

**INDUSTRY** - Indicates the status of a SPARS electronic document that is currently being completed or modified by a facility user.

**DNR** - Indicates the status of a SPARS electronic document that is currently being completed or modified by IDNR staff.

**INITIAL** - Indicates the status of a SPARS electronic document that has been submitted to the AQB and it is ready for review by IDNR staff.

**REVIEW** - Indicates the status of a SPARS electronic document that is currently under review by the AQB.

**FINAL** - Indicates the status of a SPARS electronic document that has been reviewed and approved in its entirety by the AQB.

**LEGAL** - Indicates the status of a SPARS electronic document that is currently being reviewed by an Iowa DNR attorney to determine whether requests for confidentiality of some fields meet legal standards.

**ERROR** - Correction of errors required AFTER a permit was issued. This appears when IDNR at first approved a submission but later discovered errors that require correction.



## 13.0 SPARS Staff Contact Information

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